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** = New or updated information
**General Information**

Absence Codes are used throughout the system for attendance reporting, various extracts and the Attendance History (AHS) table. It is imperative that the Absence Codes are entered and verified correctly. The codes are stored in the Absence Code (ABS) table.

The CA Attorney General Extract and the CALPADS Attendance (STAS) extract use the values in the Attendance History (AHS) table to aggregate totals for the various subgroups.

If you are not familiar with Attendance History or have not yet populated the Attendance History table, please review the documentation at Attendance_History.pdf.

Setting up Absence Codes should occur at the beginning of each school year. Once the school year begins these codes MUST not be changed. The codes are usually set up by an individual from the District Office. If you are setting up these codes, it is recommended you verify with the District ALL required options for each absence code.

**NOTE:** If any changes are made to the Absence Code (ABS) table, then the Update Attendance History function will need to be run to update the Attendance History table.

**Security**

Admin users or "Admin" security permission for the Absence Code Table security area are needed to use the Update Absence Code page. Permissions to the Absence Code Table should be restricted due to the major implications.
**Update Absence Codes Page**

The **Update Absence Code** form is used to enter and verify the absence codes. The **Update Absence Code** form can be accessed from **Attendance Accounting node | Configurations** on the navigation tree. Use the **Add** and **Change** buttons to enter or edit **Absence Codes**.

NOTE: Prior to setting up or verifying your absence codes your district should verify the State of California compliance regulations with respect to acceptable absence reason codes for ADA reporting.

To add an absence code, click on the **Add** button. Type a one-character code in the **Code** field. Tab to the **Description** field, enter the description of the type of absence code. Tab again to the **Abbreviation** field, enter a three-character abbreviation of the code.

When adding a new absence code, the options and **Type of Attendance** must be populated. The options and **Type of Attendance** are detailed below.

NOTE: If any changes are made to the **Absence Code (ABS)** table, then the **Update Attendance History** function will need to be run to update the **Attendance History** table.
**Update Absence Code Options**

The **Attendance** options need to be reviewed for all absence codes entered.

- **Count for ADA** - select if the code should count for average daily attendance (ADA)
- **Show on Letters** - select if the code should print on letters for attendance
- **Show on Grades** - select if the code should print on report cards
- **Send to Dialer** - select if the code should be included in the dialer systems. This option does not apply for Districts using the LOOP Communication system. The **Configure Attendance Notifications** page is a specific page in the Aeries web version for the Loop system
- **Print on Reports** - select if the code should print on report cards
- **Suspension** – This option will be used in reports and extracts to denote the absence code that is a Suspension. Two suspension codes should be added for both period and daily schools with the following settings:
  - **Suspension – In School:**
    - Flag with **Count for ADA** option
    - Flag with **Suspension** option
    - Flag with **Verified Not Absent** for the **Type of Attendance**
  - **Suspension – Out of School:**
    - Do NOT flagged with **Count for ADA** option
    - Flag with **Suspension** option
    - Flag with **Unexcused Absent Verified** for the **Attendance Type**

**Partial Day > 30 Minutes Truant**  It is important that all districts have an absence code to represent **Partial Day Truancies.** This needs to represent ONLY tardies greater than 30 minutes or unexcused early withdrawals.

It would normally be used for students who are more than 30 minutes late for school (or class if period attendance). Students arriving late to school within 30 minutes of the start of school are simply considered "Tardy" no matter the reason. It is only after 30 minutes that the "Tardy" becomes "Tardy Truant" (aka Partial Day Truant).

This option will count towards the **Attendance History Truancy** count which is used for the **Attorney General** and **CALPADS Attendance** extracts.

- **Temporarily Not Enrolled** - used for students temporarily not enrolled, examples are for incarceration or emergency foster placement. This flag will allow schools to mark students that have left the school for a short period of time as “not enrolled” for those days. Schools will not need to inactivate the student and risk losing their classes, nor will they need to use an unverified absence code for those days which may inaccurately categorize the student as truant. The number of days the student is enrolled will be reduced by the number of Temporarily Not Enrolled attendance codes he has. **Note:** Will be used with the CALPADS STAS Extract. Full support system-wide for this option will be added over the coming months.

- **Independent Study** – Use for the **Incomplete** and **Complete** Independent Study codes:
  - Blank is **Not Independent Study**
  - **I** - Incomplete Independent Study
  - **C** – Complete Independent Study

**Note:** Will be used with the CALPADS STAS Extract. Full support system-wide for this option will be added over the coming months.
Type of Absences

The Type of Attendance options need to be selected for all absence codes entered. The first 3 options can only have one absence code defined. The remaining 5 options can have multiple codes defined with different codes and descriptions.

- **Unverified Absence (Usually code "A")**: this option is used for "Unverified" absences. Only one absence code can be set as Unverified Absence. "Unverified" absences need to be changed to an "Unexcused" absence code before Aeries will include it in the Truancy counts. The Mass Change Attendance Codes function can be used to change “Unverified” absences to “Unexcused” absences. “Unverified Absences”, usually code “A”, should be changed to an “Unexcused Absent, Verified”, usually code “U”, on a regular basis. It is recommended to change the “Unverified” absences to “Unexcused” every month before running the Attendance Summary reports.

Not changing your Unverified Absences to Unexcused may cause other attendance accounting issues and we highly recommend that all districts perform this action regularly.

- **Tardy to Class (Usually code "T")**: this option is used for tardies that are less than 30 minutes to class. Only one absence code can be set as Tardy to Class. Students do receive ADA for normal tardies, it is only after 30 minutes that the "Tardy" becomes "Tardy Truant" (aka Partial Day Truant). Another code should be added for tardies after 30 minutes and flagged with the Partial Day option and the type of **Unexcused Tardy - Verified**.

- **Present in Class (Usually code "P")**: this option is needed for positive attendance schools. Only one absence code can be set as Present in Class. The Count for ADA option should also be flagged.

- **Excused Absence – Verified**: this option is used for absence codes that are valid excused absences. Ed Code Section 48205 details the accepted excused absences. Multiple absence codes with different codes and descriptions can be set as **Excused Absence - Verified**.

- **Unexcused Absence – Verified**: this option is used for absence codes that are unexcused absences. Multiple absence codes with different codes and descriptions can be set as **Unexcused Absence - Verified**. Absence codes having this option will count towards the Attendance History Truancy count which is used for the Attorney General and CALPADS Attendance extracts.

- **Excused Tardy – Verified**

- **Unexcused Tardy – Verified**: used with the Partial Day > 30 minutes option. This option will count towards the Attendance History Truancy count which is used for the Attorney General and CALPADS Attendance extracts.

- **Verified NOT Absent** – examples include In-house suspensions (see page 4) and in school activities. Independent Study also uses this option. See next page for details.
**Independent Study**

The State of California requires that the reporting for Independent Study **MUST** be separate from regular attendance. Certain procedures must be set up within Aeries in order to accomplish this requirement.

Documentation is available at the following link: [Attendance/Independent_Study_Procedures.pdf](Attendance/Independent_Study_Procedures.pdf)

Students on long-term or short-term independent study contracts should NOT be recorded as having ‘excused’ or ‘unexcused’ absences. A student in an independent study agreement is participating in an educational alternative that does NOT recognize the concept of ‘present’ or ‘absent’, but instead is based upon the evaluation of the quality of work completed. For example, what is recognized as ‘home schooling’, is actually a long-term independent study contract.

Two absence codes must be set up in the **Absence Code Table**. One must indicate that the Independent Study work assignments are **incomplete** and the other must indicate that the work assignments have been **completed**.

The 2 Absence Codes should be added with the following settings:

- **Independent Study – Incomplete:**
  - **Count for ADA** option – NOT Checked
  - **Independent Study Option: Incomplete**
  - **Verified Not Absent** Checked for the **Type of Attendance**

![Absence Code Table](image)
Absence Codes

- Independent Study – Complete:
  - Count for ADA option - Checked
  - Independent Study Option: Complete
  - Verified Not Absent Checked for the Type of Attendance

Absence Code Report

The Absence Code report can be generated by clicking on the Print button on the Update Absence Codes page. This report can be used to verify the codes. Below is an example of the report.
**Extracts**

**CA Attorney General Extract – this is no longer available**

The Attorney General Extract has been created to aid districts in reporting attendance summary and detail information to the Attorney General’s office. The Attorney General will use this data to update their annual “In School + On Track” report (data is due to the Attorney General’s office by early summer).

Complete detail for the **Attorney General** extract are available at the following link:

[Attendance/Attorney_General_Extract.pdf](Attendance/Attorney_General_Extract.pdf)

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**CALPADS Attendance Extract**

The **Student Absence Summary (STAS)** file is a new extract in Aeries Web required for the 2016-2017 End of Year Reporting (EOY) that will enable the calculation of student-level chronic absenteeism rates. The **STAS** file will extract Attendance Summary information from the **Attendance History (AHS)** table. Detailed attendance data will not be sent to CALPADS, only totals for the various aggregates.

CALPADS will expect **STAS** data for all students in grades K–12, including transitional kindergarten (TK), who have primary or short-term enrollments. However, students enrolled in a Non-Public School (NPS) or students receiving home or hospital instruction are exempt.

Please refer to the **CALPADS Attendance (STAS)** document for more detailed information.

[link]